

INDEX TO RULES OF THE HOUSE

A

	Page.
ABSENTEES—	
Excused by two-thirds vote.....	123
Not excused by their own motion.....	123
Excuses of, when in order.....	119
Punishment of.....	123
Names of, appear in Journal.....	123
 ACTS AND ADDRESSES—	
Signed by Speaker.....	83
 ADJOURN, MOTION TO—	
Pending an appeal.....	83
Precedence of.....	102
Not in order, when.....	102
Not debatable.....	103
Under previous question.....	105
Under call of the House.....	108
In order, when.....	102
 ADMISSION—	
To floor of the House.....	124
 AMENDMENTS—	
By way of substitute.....	115
Generally.....	115
To caption of a bill, when in order.....	116
Must be germane.....	116
By striking out and inserting, indivisible.....	116
To bills on second reading.....	113
To bills on third reading.....	114
Of Senate to House bills.....	116-120
To the rules.....	126
In Committee of the Whole.....	119
Precedence of motion to concur or not concur in Senate amendments.....	123
Withdrawal of.....	102
In order, when.....	115
Motion to, precedence of.....	116
 AMEND, MOTION, TO—	
Precedence of.....	116
By striking out enacting clause, precedence and effect of...	102
By striking out enacting clause, under the previous question, order of debate.....	105
 APPEALS—	
From decision of Speaker.....	83
Not permitted on question of recognition.....	98

APPEALS—Continued.	Page.
On incidental questions, under the previous question.....	105
From decision of Chief Clerk, pending election of Speaker pro tem.....	85
APPROPRIATION BILL—	
Considered in Committee of the Whole.....	118
May embrace more than one subject.....	110
To take effect upon passage.....	114
APPROPRIATIONS—	
Must be by bill.....	118
ARREST—	
Of absentees under the call of the House.....	108
AUTHOR—	
Of bill to be heard before an adverse report is made.....	95
B	
BALLOT—	
Officers elected by.....	84
BILLS—	
Formal requisites of.....	110
To contain only one subject.....	110
Cannot revive or amend by reference to title.....	111
Introduction and numbering of.....	111
First reading of.....	111
Reference of to committees.....	111
Necessity and time of reference and report from committee..	111
Acting on in their numerical order.....	112
Local bills considered on Wednesdays and Thursdays.....	112
Senate bills considered on Wednesdays and Thursdays.....	112
When printed.....	112
Necessity of printing.....	112
Procedure at second reading of.....	113
Reading of, on three several days, and suspension of this rule	113
Procedure at third reading of.....	114
Recommittal of.....	114
Certificate of passage of.....	114
Take effect ninety days after adjournment except.....	114
Cannot be passed into a law, after defeat of another bill containing same substance.....	115
Place of in order of business.....	120
Engrossment of.....	87
Enrollment of.....	87
With enacting clause stricken out, rejected.....	102
Of the House with Senate amendments, place in order of business.....	120
Rescinding votes on, not permitted (annotation).....	108
Twenty-four-hour rule.....	111
Time limit for considering certain classes of.....	111
Postponed, in order when.....	103-120
May be recommitted when reported adversely and author not heard.....	96
Full reading of.....	115

BUSINESS—	Page.
Order of.....	119
Laid before the House by Speaker.....	82
On Speaker's table, disposal of.....	120
Unfinished, consideration of.....	120
On Senate and local bill days, other than Senate and local bills.....	121
During last twenty-four hours of session.....	111
Questions of priority of to be decided without debate.....	121

C

CALENDAR CLERK—	
Duties of.....	85
CALENDARS—	
What they show.....	85
Daily calendar.....	120
Suspension calendar.....	120
CALL—	
Of the roll.....	108
CALL OF THE HOUSE—	
How made.....	108-109
Procedure under.....	108-109
Purposes of.....	108-109
May be moved after the previous question has been ordered	105
In order pending an appeal.....	83
CALLED TO ORDER—	
Member.....	99
CAPTION OF BILLS—	
Form of.....	110
Amendments to.....	116
Extra copy of to accompany bill.....	110
CHAIRMAN—	
Of committees appointed by Speaker.....	83
Pro tem. of committees, who are.....	94
Of Committee of the Whole House.....	118
CHAPLAIN—	
Duties of.....	89
CHIEF CLERK—	
Duties of.....	85
Presides at election of Speaker pro tem.....	85
Duties of, pending such election.....	85
CLERKS OF THE HOUSE—	
Duties of.....	85
CLOSE DEBATE—(See Previous Question.)	
COMMITTEE—	
On Engrossed Bills, duties of.....	87-92-96
On Engrossed Bills, on Enrolled Bills and on Rules, may report at any time.....	96
On Contingent Expenses, duties of.....	91

COMMITTEE OF THE WHOLE HOUSE—	Page.
How formed.....	118
Chairman named by Speaker.....	118
Procedure in.....	118-119
Amendments in.....	118-119
Amendments to motions in.....	119
Proceedings in which business is not concluded.....	119
Increase of tax, must be discussed and voted in.....	119
Appropriations of money must be discussed in.....	119
Rules of proceedings in the House to govern in.....	119
COMMITTEES—	
Appointment of.....	83
Additional time allowed.....	95
Election of.....	83
Standing, list of, and number of members.....	89-94
Time of meeting fixed and posted.....	94
Punishment of members wilfully absent from meeting.....	94
May not sit during session of House, except by special leave.....	94
Majority of, constitute a quorum.....	94
Must report when instructed by Speaker.....	95
Reports of, must be ordered by a majority of such quorum..	94
Views of majority of, may be substituted.....	95
Reports of, filed and printed.....	96
Procedure in.....	97
Precedence of measures in.....	95
Measures referred to, must be reported back when.....	95
Reports of are advisory only.....	96
Standing, reports of.....	96
Adverse report, not to be made under certain conditions....	95
COMMIT, MOTION TO—	
Precedence of.....	102
Previous question ordered on.....	105
On third reading of bill.....	114
Bill reported adversely.....	111
COMMUNICATIONS—	
Executive, received when announced.....	123
COMPENSATION—	
Of officers.....	84
CONCURRENT RESOLUTIONS.....	109
Senate, go to Speaker's table.....	120
CONDUCT—	
Of members in the hall.....	99
CONFERENCE COMMITTEES—	
Requests for, when considered.....	123
Reports of, when considered.....	120-123
Reports of on Speaker's table.....	120
CONSTITUTIONAL RULE—	
Suspension of.....	113

CONTROL OF HOUSE AND ROOMS—

Page.

By Speaker.....	82
By Sergeant-at-Arms.....	84

COUNTING A QUORUM—

Present but not-voting members.....	100
Present member of a pair.....	101

CONSTITUTIONAL PROVISIONS GOVERNING THE
PROCEEDINGS OF THE LEGISLATURE—

Each house may determine the rules of its own proceedings..	13
Enacting clause.....	17
No law shall be passed except by bill.....	17
No law shall be amended so as to change its original purpose	17
Bills may originate in either house.....	17
Bills may be amended, altered or rejected by the other house	17
Bills must be read on three several days.....	17
Rule may be suspended in case of emergency.....	17
Requires four-fifths vote to suspend above.....	17
Revenue bills must originate in the House.....	17
Revenue bills may be amended or rejected by the Senate...	17
Bills having been defeated by either house no other contain-	
ing same subject shall be passed.....	17
Resolution defeated, no other containing the same substance	
shall be considered.....	17
No bill shall contain more than one subject except an appro-	
priation bill.....	17
Subjects must be expressed in title.....	17
No law shall be revived or amended by reference to title...	17
Law or section amendment must be re-enacted at length...	17
Bills must be referred to a committee and reported thereon..	18
Bills must be reported from a committee three days before	
final adjournment.....	18
Bills and resolutions to be signed by presiding officers of	
each house.....	18
Requires a two-thirds vote except the general appropriation	
bill to go into immediate effect.....	18
Methods of putting bills into immediate effect.....	18

D

DEBATE—

Confined to the pending question.....	98
Members may speak not more than twice on the question,	
etc.....	99
May not speak more than ten minutes without extension...	99
Mover of proposition may speak twenty minutes.....	98
Opening and closing.....	98
House may extend speaking time of any member ten minutes	99
Closing. (See Previous Question.)	
Not allowed after previous question is ordered, except what	105
Not allowed after voting has begun on any question covered	
by the previous question.....	100

DEBATABLE—	Page.
What motions are not.....	103
Motions to allow a member to explain when called to order are not.....	99
Incidental questions of order, after the previous question is moved, are not.....	105
Questions relating to priority of business are not.....	121
Request to print bills and other papers are not, except.....	119
Routine motions are not.....	119
Amendments to caption of bill are not.....	116
DECORUM AND DEBATE.....	98
DIGEST—	
Of the Rules and Practice of the United States House of Representatives, authority where rules are silent.....	126
DILATORY MOTIONS—	
Practice as to.....	104
DISAGREEMENT—	
Between the two houses.....	120
When considered.....	123
DISCHARGING—	
Members from arrest under call.....	108
DISORDERLY CONDUCT OR DISTURBANCE—	
Authorizes clearance of galleries and lobby.....	82
DISTRIBUTION—	
Of Journals.....	86
Of bills.....	112
DIVISION—	
Of the House.....	82
Of the question.....	101
DOORKEEPER—	
Duties of.....	88
E	
ELECTION—	
Of officers.....	84
Of speaker pro tem.....	85
EMERGENCY CLAUSE—	
Statement concerning.....	114
ENACTING CLAUSE—	
Motion to strike out.....	102
Stricken out, kills bill.....	102
ENFORCEMENT—	
Of the rules of the House, etc.....	82

ENGROSSING CLERK—	Page.
Duties of.....	87
ENGROSSMENT—	
Of bills.....	87
Duties of Committee on Engrossed Bills.....	92
ENROLLING CLERK—	
Duties of.....	87
Notations to be made on bills by.....	87
ENROLLMENT—	
Of bills.....	87
EXCUSES—	
When in order.....	119
EXCUSING—	
Absentees.....	123
Member from voting.....	100
EXECUTIVE COMMUNICATIONS—	
Received when announced.....	123
EXPELLED—	
Member may be, for.....	123
EXPLANATION—	
Of vote about to be given, not allowed.....	100

F

FLOOR—	
Who entitled to admission to.....	124
Conduct of members on.....	99
Cleared by Doorkeeper before session.....	88
FRIDAY—	
Senate bill unfinished goes over to.....	112

G

GERMANE AMENDMENTS.....	116-117
-------------------------	---------

H

HALL OF THE HOUSE AND ROOMS—	
Under control of Speaker.....	82
Of Sergeant-at-Arms.....	84
HOUSE BILLS—	
With Senate amendments.....	120
Also.....	123

I

INCIDENTAL QUESTIONS OF ORDER—	Page.
Not debatable after motion for previous question.....	105
INTEREST—	
Personal or private, disqualifies a member from voting.....	100
INTRODUCTION—	
Of bills.....	110
Of resolutions.....	109
Of petitions and memorials.....	123

J

JEFFERSON'S MANUAL—	
Authority where rules are silent.....	126
JOINT RESOLUTIONS—	
Subject to rules governing bills except when.....	110
Require a two-thirds vote of the members-elect for passage.	110
Amendments to, decided by a majority vote.....	110
Signed by the Speaker.....	83
JOURNAL—	
Shall contain what.....	86
Yeas and nays entered in.....	101
Motions entered in.....	101
Corrected by Speaker.....	83
Not read except when.....	87
JOURNAL CLERK—	
Duties of.....	86

L

LAST DAY OF SESSION—	
Motion for reconsideration disposed of when made.....	107
First four of last six days of session, suspension days.....	121
LAY ON THE TABLE—(See Table, Motion to.)	
Subject to call.....	102
Subject to call, undebatable.....	103
Subject to call, notice required before matter can be called up, except.....	104
LOCAL BILLS—	
Considered only on Wednesdays and Thursdays.....	112
Other bills considered on the day for, when.....	121

M

MAIN QUESTION—(See "Previous Question.")	
MEMBER—	
Called to order for words spoken in debate.....	99
To be recognized before addressing House.....	97
May address the House from where.....	97

MEMBER—Continued.	Page.
Shall confine himself to question under debate	97
May not speak more than twice on same question, unless . . .	99
Reporting measure, may open and close debate	98
MEMBERS—	
Shall vote, except when	100
Absent, arrested wherever found, under call of the House . . .	108
May be expelled	123
Attendance of may be compelled	108
MEMORIALS—	
Presentation and reference to	123
MESSAGES—	
And Executive communications	123
Entered in Journal	86
MONDAY—	
Suspension day	121
MOTIONS—	
Reduced to writing on demand	102
Entered on Journal	102
May be withdrawn, when	102
Precedence of	102
Certain, undebatable	103
When allowed pending an appeal	83
Involving a tax or charge on people not considered on the day they are made	119
Stated by Speaker, are in possession of the House	102
To suspend the regular order of business	121
For the previous question (see "Previous Question").	
To reconsider (see "Reconsideration").	
Dilatory	104
Precedence of, to adjourn and recess	102
MOVER OF PROPOSITION—	
Who is the "mover"	98

N

NOTICE—	
Of calling up motion to reconsider	107
Of calling up proposition laid on table subject to call	104

O

OFFICE—	
Of Sergeant-at-arms, when open	85
OFFICERS—	
Election and compensation of	84

ORDER—	
Speaker shall preserve.....	82
Of business.....	119
Cannot be suspended except on Mondays and first four of last six days of session.....	121
Motion to suspend, undebatable.....	104
Of precedence of motions.....	102
ORDERS—(See "Special Order.")	
P	
PAIRS—	
Announcement of.....	101
Present member of counted to make a quorum.....	101
Entered on Journal.....	86
PAPERS—	
Reading of, demand for.....	100
Printed when.....	113
PAY—	
Of witnesses.....	124
PERSONALITIES—	
In debate avoided.....	97
PETITIONS—	
Filing and reference of.....	123
PLATFORM DEMANDS—	
Precedence when.....	121
PLURALITY—	
Elects when.....	83
POINTS OF ORDER—	
Decided by Speaker subject to appeal.....	83
Debatable.....	83
Not debatable pending motion for the previous question...	105
Not in order pending appeal.....	83
POSTPONE—	
Motion to, precedence of.....	102
Effect of.....	103
Indefinitely, debate under after previous question ordered..	105
Postponed bills, in order when.....	103-120
PRECEDENCE—	
Of motions.....	102
Of motions to amend.....	116
Of motions to recess and adjourn.....	102
PRESENT—	
But not voting, member refusing to vote so recorded.....	100
PROGRESS OF A BILL—	
House bill.....	187

PREVIOUS QUESTION—		Page.
How ordered.....		104
Effect of.....		104
May be ordered on what.....		105
No debate on motion for.....		105
Question of order pending, decided without debate.....		105
What debate allowed under.....		105
Debate under, applied to motion to postpone indefinitely or to amend by striking out enacting words.....		105
Call of the House moved after, may be.....		105
Adjournment under, no motion for, except.....	105-106	
Pending an appeal.....		83
Purpose of motion.....		105
Motion for reconsideration of, may be made when.....		105
Motions under, to be withdrawn only by unanimous consent		102
Status of pending business when House adjourns under....		106

PRINTING—		
Bills reported favorably.....		113
Other documents.....		113
Request to print, when in order.....		119
Of bills in charge of Calendar Clerk.....		86
Of Journals in charge of Journal Clerk.....		86
Necessary to a consideration of bills.....		112

PRIORITY—		
Of business, decided by House without debate.....		121

PRIVILEGE—		
Questions of.....		97

PROCEEDINGS—		
Under call of the House.....		108
In committees.....		94
In Committee of the Whole.....		118

Q

QUESTION—		
Division of.....		101
Of privilege.....		97
Of order (see "Points of Order").		
Previous (see "Previous Question").		
How put.....		82

QUORUM—		
Members present but not voting counted to make.....		100
Present member of pair counted to make.....		101
Appearing on call of the House.....		108
In absence of, what may be done.....		108
Of a committee, how constituted.....		94

R

READING—		
First, of bills.....		111
Second, of bills.....		113
Third, of bills.....		114
Three, necessary, except when.....		113

READING—Continued.	Page.
Of motions	102
Of resolutions	109
Of papers on demand	100
Of joint resolutions	110
READING CLERK—	
Duties of	88
Assistant, duties of	88
REASONS—	
For votes	100
RECESS—	
Motion for, not in order when	105
Precedence of	102
RECOGNITION—	
By Speaker, how obtained	97
No appeal from	98
RECOMMITTAL—	
Of bills	114
(See “Commit, Motion to.”)	
RECONSIDERATION—	
Motion for, when and how made	106
Action on	107
Cannot be withdrawn	107
Any member may call up	107
Dies when	107
Motion for, debatable when	107
“RECONSIDER AND TABLE”—	
Effect of tabling motion to reconsider	107
When motion to “Reconsider and Table” fails	107
REFER—	
Motions to, precedence among	103
REFERENCE—	
To committee, necessary to consideration of bills	111
Of Senate bills	123
REPORTERS—	
Seats for	125
REPORTS—	
Of committees filed and printed	96
On Speaker’s table	120
Of conference committees, when considered	123
Made by majority of quorum of committee	94
Of committees to be made when	95
Are advisory only	96
Minority	95
Adverse, not to be made when	95
REQUEST—	
To print bills or other papers, when in order	119
For further time to consider bill, when in order	119
Between the two houses, go to Speaker’s table	123
When considered	123

RESCIND—	Page.
Motion to, not permitted.....	108
RESOLUTIONS—	
Introduction of.....	109
Filing of, with Clerk.....	109
Procedure after introduction of.....	109
Place of, in order of business.....	120
Concurrent.....	109
Senate concurrent, in order of business.....	120
Joint (see "Joint Resolutions").	
Cannot be considered, after defeat of another resolution con-	
taining same substance.....	115
That go over as unfinished business.....	109
ROLL CALL.....	108
ROUTINE BUSINESS AND MOTIONS—	
When in order.....	119
RULES—	
Amendment of.....	126
Suspension of (see "Suspension").	
Silence of, what governs.....	126
Of proceedings in the House applicable to Committee of the	
Whole.....	119
Committee on, may report at any time.....	96
S	
SALARY—	
Of officers.....	84
SECONDS—	
Fifteen required for call of the House.....	108
Twenty-five required to motion for previous question.....	104
SENATE—	
Amendments to House bills, in order of business.....	120
Bill days, what are.....	112
Consideration of other bills on Senate bill days.....	121
SERGEANT-AT-ARMS—	
Duties of.....	84
SIMPLE RESOLUTION—(See "Resolutions.")	
SMOKING—	
Prohibited on floor of the House.....	100
SPEAKER—	
Duties and rights of.....	82
Must vote, when.....	82
Pro tempore, how named.....	84
Pro tempore, when elected.....	85
SPEAKER'S TABLE—	
Business on.....	120

SPECIAL ORDERS—	Page.
How made.....	122
Precedence of.....	120
Only one allowable at a time.....	122
Relative to consideration on Senate bill day.....	122
Postponement of, method and effect of.....	121
SPEECHES—	
Time limit of.....	99
On appeals, number.....	83
Number of, generally.....	99
On measures coming over from previous days.....	99
Under previous question to be made in proper order.....	100
STATIONERY—	
Procured by Sergeant-at-Arms.....	85
STRIKE OUT AND INSERT—	
Motion to, indivisible.....	116
SUBPOENAS—	
How signed and attested.....	83
SUBSTITUTE—(See “Amendment.”)	
SUNDAY—	
Excepted in suspension rule.....	121
SUPERINTENDENT OF THE HALL—	
Duties of.....	89
SUSPENSION—	
Day, Monday.....	121
Of rules by vote.....	121
Of the constitutional rule requiring bills to be read on three several days.....	113
Of the constitutional rule not debatable.....	104
Of regular order of business when allowed.....	121
By majority vote, when.....	121
Effect of.....	122
Not debatable.....	104
Suspension distinguished from amendment.....	126
Unfinished business to be disposed of before suspension calen- dar is taken up.....	122

T

TAX—	
Motion for, not discussed on day of its introduction.....	119
Increase of, to be considered in Committee of the Whole...	119
TABLE, MOTION TO—	
Precedence of.....	102
Effect of.....	103
Debate under.....	103
Pending an appeal.....	83
Subject to call, not debatable.....	103
Tabling motion to reconsider.....	107

THURSDAY—	Page.
Devoted to Senate bills.....	112
Consideration of other bills on.....	121

TIE VOTE—	
Question lost in case of.....	83

U

UNANIMOUS CONSENT—	
Authorizes consideration of other bills on local bill after- noons, when.....	121
UNFINISHED BUSINESS—	
Precedence of.....	120
To be considered on suspension days before suspension cal- endar is taken up.....	122
Resolutions that go over as.....	109

V

VERIFICATION—	
Of vote.....	101

VIEWS—	
Of minority of committee may be submitted.....	95

VOTE—	
A tie shall be lost.....	83
A member having a personal interest shall not.....	100
Member within the bar must.....	100
Explanation of, not allowed when.....	100
Of Speaker, when required.....	82
By which bill passed, noted on it by Clerk.....	114
Of two-thirds required to excuse absentees.....	123
To suspend regular order.....	121
To amend bill on third reading.....	114
To put law into immediate effect.....	114
To adopt amendments to Constitution.....	110
Of four-fifths required to suspend rule requiring bills to be read on three several days.....	113
Verification of.....	101

VOTING—	
Excusing members from.....	100
Also.....	100-101

W

WARRANTS AND WRITS—	
How signed and attested.....	83
How executed.....	84

WHOLE HOUSE—	
Committee of the.....	118

WEDNESDAY AND THURSDAY—	
Devoted to Senate bills.....	112

WEDNESDAY AND THURSDAY AFTERNOONS—	Page.
Devoted to local bills after 4:30 o'clock.....	112
Consideration of other bills on.....	121

WITHDRAWAL—	
Of motions.....	102
Of motions to reconsider, not allowed.....	107

WITNESS—	
Pay of.....	124

Y

YEAS AND NAYS—	
Called for how.....	101
Called for when.....	82
During call of, members to refrain from.....	101
Entered on Journal.....	101
Required on suspension of constitutional rule requiring bill to be read on three several days.....	113
Required on passage of bill to go into immediate effect.....	114
Verification of vote.....	101

YIELDING THE FLOOR—	
To another member for the purpose of consuming time in debate subject to the consent of the House.....	99